

# **BELMONT FREE LIBRARY AND HISTORICAL SOCIETY TRUSTEE MEETING**

**February 15, 2024**

Present: Caroline Mapes, Molly Pike, Annie Tucker, Barb Woolston, Pat Presutti, Curtis Decker

Guests: Ash Gardener

The meeting was called to order at 3:34 PM by President Molly Pike.

## **Secretary's Report**

- Amendments to the previous minutes were proposed by Molly Pike. The amended minutes will be distributed to board members and will be accepted pending a decision at the March meeting.
- No correspondence this month.

## **Treasurer's Report**

- The February report was accepted as read.

## **Director's Report**

- Stats
  - Total Circ.: 216, Computers: 6, Holds Received: 59, Holds Sent: 136, Out of System: 0, Items Added: 10, Patrons Added: 2, Discards: 0
- Trainings
  - Curtis has a check-in meeting with Brian from STLS next month.
- Facebook Page
  - Curtis checked with STLS about Facebook sharing safety concerns and confirmed it is safe.
  - Pat will meet with Curtis to become an administrator on the Facebook page.
- Grants
  - Curtis has still not received communication about the building grant reimbursement. Curtis will email again and CC Molly.
  - Molly recommended that a new STLS building grant could be used to get the roof evaluated.
  - Curtis submitted a grant to Allegany Area Foundation for new children's books.
- Future Event Planning
  - There is an interest in hosting an internet cafe day upstairs with tea, coffee in the upstairs space. Pat would like to stay in the loop so she can tie in student artwork from GVCS.
  - Curtis reached out to a contact that teaches soap making to see if there is interest in a program in the upstairs space.
  - Molly will reach out to a contact that is willing to come do a mourning jewelry demonstration.
  - A book club will be meeting during library hours.
  - The library will have a viewing party for the solar eclipse on April 8th at 3:00 PM and will be handing out viewing glasses in the meantime.
- Director's meetings
  - Curtis has not been to recent meetings and is discussing options with Brian at STLS. Caroline suggested he ask Brian if a board member could attend in his place.
- Other Business
  - Curtis communicated that he has been stressed about the current director's evaluation and had developed some health concerns recently due to stress. He has been very worried about losing his position at the library and knows that he has improvements to make but loves his job and wants to do right by the library and community.
  - Board members communicated that they came out of the evaluation feeling positive and that they understood Curtis' love of the library.

- Curtis updated the board on the Julia Deichmann donation of \$300 in 2022. Director Carrie Jefferds purchased a subscription to the Junior Library Guild with the money for 1 year. The subscription expired after 1 year.
- Curtis received a request for a memorial book and is waiting for further information on this request.
- Sue was back today at the library after some time off. Caroline will send a card from the board.
- The front door was repaired by George Eddie at no cost to the library. Caroline will send a thank you card.
- Curtis expressed concerns about the large quantity of library paper used to print bank statements for each board member for meetings each month. Cited Handbook for Library Trustees of New York State pg. 40-41 where it states that pages should be “emailed” to each board member. It was suggested by Caroline and Annie that board members could receive emailed copies instead and print them on their own. Barb W., Molly and Pat stated that they would still like to receive printed copies. It was agreed that this would bring down the total number of printed pages to a satisfactory number.
- The JobTrak Program reached out to the library and wanted to know if we were interested in getting volunteers to help with tasks. Curtis recommended help for moving books in the library. Curtis distributed the contract for review. Caroline recommended that we review the contract and consider it for the future before deciding on particular jobs.

## **Old Business**

### Ryan Agency Bill for Family Leave

- A.J Gallagher has our homeowners, fire, contents and liability insurance. Barb stated that after research their rate seems reasonable and we do not need to look for other options as of now. Policy will renew in July 2024 and our agent, Sloan, will contact us in May. Molly and Barb will attend this meeting.
- Our worker’s compensation policy is with NYSIF - policy renews May 27th. Policy #01956630, Belmont Literary and Historical Society Free Library.

### Author visit

- Curtis got a call from an author wanting to do an event at the library, but the message was lost. He will be looking into this to see if he can contact the author.

### April Event with Sustainability Coordinator Emily Edmunds from Cornell

- Will advertise 3 weeks ahead. Curtis will post on Facebook and advertise with posters.

### Updates from Calendar Committee

- Library closing dates and board meetings were decided upon by the calendar committee. Caroline inputted these dates into Google Calendar. She will also add the STLS required dates to the calendar.

## **New Business**

### Replace worn furniture in the children’s library

- Pat is interested in replacing furniture in the children’s section. It was suggested that the Moogan Foundation could be asked for funds to buy this. Sue and Curtis evaluated the chairs in the children’s area and Curtis suggested reupholstery. Curtis will get an estimate for pleather and cloth to reupholster.

### Mascot

- Annie brought an idea to the board for a cartoon mascot that could be used in various ways at the library, much like the cartoon fox used at the Cuba Library. The board discussed a few ideas and a dragon was suggested as an option.
- Caroline will talk to a few contacts at GVCS to see if there are interested students at school who could submit art for the mascot. She will contact the board through email if she gets information about this.

#### Group Gmail and Google Documents

- Caroline agreed to set up separate Gmail accounts for the board trustees after the meeting so that everyone has a separate account for library business.

#### New Trustees

- Molly made a motion to increase the board size from 7 to 9 members. Caroline seconded.
- Pat made a motion to appoint Ash Gardener to the board. Caroline seconded.

#### Library Contact List

- The library contact list needs to be updated to include Sue's job title, Nichole's correct name spelling, the addition of Ash Gardener as a board member and the addition of term limits.

Next meeting will be held March 21st, 2024 at 3:30 PM.

Pat made a motion to move into executive session to discuss personnel. Ash seconded.

Pat made a motion to leave the executive session. Ash seconded.

President Molly Pike made a motion to adjourn the meeting at 5:10 PM. Caroline seconded.

Respectfully Submitted,

Caroline Mapes, Secretary